

INSTRUCTIONS FOR APPLYING FOR AN OPERATING FAMILY CHILD CARE HOME II LICENSE

STEP 1

To start the application process for a non-expiring, operating license, the following items must be completed and submitted to the Department:

- ✓ Family Child Care Home II Application
- ✓ \$25.00 License Fee: (Check or money order made payable to the State of Nebraska. License fees are not refundable – Cash is not accepted.)
- ✓ Felony/Misdemeanor Statements from the primary provider, secondary provider, any household members age 19 and older and any individuals regularly present in the home who are age 19 and older.
- ✓ Copy of First Aid training certificate/care (front and back)
- ✓ Copy of CPR training certificate/cared (front and back)
- ✓ Documentation of completed (12 clock hours) In-service training hours (copies of certificated) obtained during the Provisional Year. If 12 clock hours have not been completed at the time the licensee submits the operating license application, the following must be completed at a minimum before an application will be processed:
 - At least eight (8) clock hours must be completed and a plan of how 4 additional hours of in-service training will be obtained prior to the provisional license expiring.

STEP 2

Send completed application packet to; or if you have questions contact

Douglas & Sarpy Counties

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